OPNAV INSTRUCTION 1500.71

From: Chief of Naval Operations
To   All Ships and Stations (less Marine
       Corps field addressees not having Navy
       personnel attached)

Subj: NAVY TRAINING FEEDBACK
       SYSTEM (NTFS)

Ref: (a) OPNAVINST 1500.69 (NOTAL)
       (b) OPNAVINST 1500.11G (NOTAL)
       (c) OPNAVINST 1500.66 (NOTAL)
       (d) OPNAVINST 1500.67 (NOTAL)
       (e) OPNAVINST 1500.51B (NOTAL)

Encl: (1) Navy Training Feedback Form,
           OPNAV 1500/39
       (2) Submission and Processing of the
           Navy Training Feedback Form

1. **Purpose.** To establish the Navy Training Feedback System (NTFS).

2. **Background.** There is a requirement for a single, integrated, training feedback system to:

   a. Standardize training deficiency reporting.

   b. Enable communication of training deficiencies from the customer to the supplier.

   c. Establish a clearinghouse for assignment of training deficiencies to the appropriate training activity.

   d. Provide continuous tracking and routine feedback to the originator until the deficiency is resolved.

   e. Develop a database of training deficiencies, including infrastructure and resource deficiencies, to support the validation of training resource priorities.

3. **Scope.** This instruction applies to all types of training received by Navy personnel, including active, reserve, and civilian. Examples of this broad spectrum of training include; fleet, onboard (OBT), systems command training, mobile training team (MTT), joint and service schools.

4. **Discussion.** The NTFS was designed to facilitate the identification of training deficiencies at the unit level with respect to the issues of both "what to train" and "how to train". The NTFS has three principal components and/or levels of effort: (1) the Navy Training Feedback Form and process, (2) the training requirements review processes as defined in references (a) through (d), and (3) the Navy Training Appraisal (NTA) as defined in reference (e). These components are linked to provide resolution of reported training deficiencies throughout the Navy. The form, enclosure (1), and the process detailed in enclosure (2) are the result of a pilot program encompassing representative fleet units. User friendliness, ease of submission to a central clearinghouse and timely assignment of the action, tracking and feedback functions are primary objectives of the NTFS. The NTFS will generally function as follows:

   a. Training deficiency reports will be initiated and resolved at the lowest level possible, in accordance with the procedures in enclosure (2). If the resolution cannot be accomplished within type commander or Echelon 2 authority due to resource limitations, the issue will be referred to the appropriate training requirements review process for resolution. References (a) through (d) are processes currently in use.

   b. Issues referred to the appropriate training requirements review process will be validated and forwarded to the appropriate resource or program sponsor for resolution. The sponsor may in turn choose to take immediate action or prioritize/defer action based on criticality of the issue and available resources.

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c. Valid issues deferred by resource or program sponsors due to resource constraints may be further referred to the NTA process for addressal and presentation to the Chief of Naval Operations (CNO).

d. In any instance, the training deficiency will receive a thorough analysis and review, and the originator will be kept advised of the progress being made.

5. **Policy.** All Navy activities will use the Navy Training Feedback System to address training deficiencies.

a. Other feedback systems currently in use (i.e., Fleet\Training Appraisal Program (FLETAP), Internal Training Assessment Program (ITAP), and Job Training Analysis Program (JTAP)) will be integrated into the NTFS or canceled no later than 30 September 1992.

b. Navy students at other service schools will participate in the sponsoring service's feedback system, if requested. Parallel submissions of training deficiencies to NTFS are strongly encouraged.

c. Information and indoctrination on the NTFS will be made a part of all officer accession, leadership, prospective commanding officer/executive officer (PCO/XO) courses, chief petty officer and petty officer indoctrination courses, instructor and qualification courses. It will also be included in, but not limited to, surface warfare officer schools, department head and division officer courses, and "C" schools. This information will not be included in recruit, apprentice or "A" school training due to the compressed, time restricted nature of these curricula.

d. Activities evaluating the training, proficiency, material, or combat readiness of the fleet and preparing reports thereon will make those reports available to type commanders/Echelon 2 activities, if requested, in support of NTFS.

e. The Chief of Naval Education and Training (CNET) will act as the clearinghouse activity and will be the central focus of the feedback information, regardless of its origin. For example, training requirements review process results or resource sponsor response to a submission would be passed to CNET for further forwarding to the originator. Trend analysis will also be a clearinghouse function in screening the database for systemic problems.

6. **Responsibilities**

a. **Unit Commanding Officers**

(1) Establish internal procedures for the identification, evaluation and processing of training deficiencies.

(2) Submit training deficiencies/requirements in accordance with enclosure (2).

b. **CNET.** In addition to the responsibilities defined in paragraph 6c, CNET will:

(1) Function as the clearinghouse/broker for submissions to the NTFS.

(2) Design and maintain the database for the NTFS.

(3) Provide a single point of access/input for feedback from all sources effecting deficiency resolution and provide feedback to originators of training deficiencies.

(4) Serve as the technical, procedural and functional manager of the NTFS.

(5) Conduct periodic visits to fleet activities to assess the effectiveness, functionality and value of the NTFS.

(6) Provide periodic information and data to Fleet Commanders in Chief, type commanders and Echelon 2 commands detailing trends, potential systemic problems and/or other topics that may be requested or required.

c. **Afloat/Ashore Echelon 2 Activities and Type Commanders**

(1) Provide primary support and liaison during implementation and participation as described in paragraph 4a and enclosure (2) during execution.

(2) Identify and submit training requirements and deficiencies as appropriate.

(3) Review training deficiencies forwarded by the clearinghouse for validity, applicability and resolution. Take action to resolve deficiencies within established authority. Preempt brokerage, if appropriate, for issues within assigned area of responsibility by notifying CNET of acceptance of submissions. Return invalidated or denied issues to the clearinghouse.

(4) Request or provide information and data from assigned agencies conducting evaluations or fleet training in support of the NTFS and/or clearinghouse trend analysis, database management or deficiency collation.

d. **Systems Commands.** Provide information and data under Systems Commands cognizance to requesting training activities in support of the NTFS.

e. **CNO (OP-01).** Provide overall policy and program sponsorship of the NTFS, including liaison between the NTFS and the training requirements review and NTA processes.

7. **Action.** Activities shall use these procedures to enter training deficiencies into the NTFS.

8. **Review.** Not later than 1 year following implementation, fleet review of the NTFS and this instruction will be accomplished under CNO (OP-11) cognizance. Requirement for further reviews will be determined following the first review.

9. **Form.** The Navy Training Feedback Form, OPNAV 1500/39 (3-92), S/N 0107-LF-013-7400, available through normal Navy supply channels per NAVSUP P-2002, is to be used to forward discrepancies. The form may also be transferred to electronic media if desired.

R. J. ZLATOPER
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NAVY TRAINING FEEDBACK SYSTEM FORM

(SEE INSTRUCTIONS ON BACK OF PAGE)

[ ] CONTINUATION SHEET

1. FROM: (AFLOAT/ASHORE ACTIVITY ADDRESS)	2. SERIAL #
	3. DATE

4. MAIL FORM TO: TPEB, CHIEF OF NAVAL EDUCATION AND TRAINING, NAVAL AIR STATION, PENSACOLA, FL 32508-5100

(DSN 922-8783) COMMERCIAL (904) 452-8783 OR FAX TO DSN 922-3869/COMMERCIAL (904) 452-3869

MSG ADDRESS: CNET PENSACOLA FL //TPEB//

SUBJ: NAVY TRAINING FEEDBACK

5.   DESCRIPTION OF PROBLEM

[ ] INDIVIDUAL GRADUATE (SSN)   [ ] TRAINING PROVIDED IS OUTDATED

[ ] REQUIRED TRAINING IS NOT AVAILABLE   [ ] OTHER

6. COMMENTS:

S A M P L E

7. ORIGINATOR	8. DIVISION OFFICER	9. DEPARTMENT HEAD	10. TRAINING OFFICER
11. PHONE # (COMM OR DSN)	12. COMMANDING OFFICER OR DESIGNATED REPRESENTATIVE		13. UNIT UIC

14. COPY

[ ] WHITE (CNET)

[ ] YELLOW (TYCOM OR ECHELON 2 COMMAND)

[ ] PINK (TRAINING OFFICER)

[ ] BLUE (ORIGINATOR)

	PAC		LANT					
	AIR	343	AIR	333	CNSB	610	COMNAVRESFOR	41
	SUB	241	SUB	241	NSETC	05	COMNAVSURFRESFOR	33
	SURF	861	SURF	611	CNCTC	812	COMNAVAIRRESFOR	55
CONTRAPAC	82	CONTRALANT	86	INTCOM	NIC 12		CBPAC	
	COMINEWARCOM	861		NAVSUP	0332		CBLANT	

PERMISSION IS GIVEN TO REPRODUCE FORM OR PLACE IT IN COMPUTERIZED FORMAT (FOR DEPLOYING UNITS ONLY)

OPNAV 1500\39 (3-92)   S/N 0107-LF-013-7400

Enclosure (1)

NAVY TRAINING FEEDBACK SYSTEM FORM INSTRUCTIONS

1. This form is a tool for Navy activities and personnel to identify, report, and validate training related deficiencies. Training deficiencies will normally fall into the three categories outlined below:

    a. Individual has not been trained in the specific skills required.

    b. Individual has been trained in required skills but cannot perform them.

    c. The training discrepancy involves other broader issues.

2. Information Flow: The white copy of this form is forwarded to the Chief of Naval Education and Training (CNET), Training Performance Evaluation Board (TPEB) for assignment to cognizant authority. CNET (TPEB), in its clearing-house role, will acknowledge receipt of the form and provide comments regarding the course of action for resolution. Copies of all related correspondence will be forwarded by the cognizant authority to the appropriate type commander or Echelon 2 command.

3. Directions: (NOTE: Although typewritten copies are preferred, legible handwritten copies are acceptable. Use the address format below, as shown.)

    a. Mail to: TPEB
                 Chief of Naval Education and Training
                 Naval Air Station
                 Pensacola FL 32508-5100

    b. From: Use complete activity mailing address.

    c. Serial #: To be assigned by CNET (TPEB).

    d. Date: Use mm/dd/yy.

    e. Description of problem: Categorize the training deficiency. If individual graduate, include SSN.

    f. Comments: Be as precise as possible in defining the problem; provide recommendations if a practical solution is known. Use additional forms if more space is required. Mark original and additional forms as pages 1 of 3, 2 of 3, etc.

    g. Originator: Type or print name legibly, insert rate/rank and work center code.

    h. Division Officer and Department Head: Review for accuracy, completeness, and sign in space provided.

    i. Training Officer:

        (1) Date and sign in appropriate space.

        (2) Forward the white copy to CNET (TPEB).

        (3) Forward the yellow copy to your type commander or Echelon 2 command, NTFS Coordinator (with appropriate code).

        (4) The originator and training officer should retain their respective copies.

SUBMISSION AND PROCESSING OF THE NAVY TRAINING FEEDBACK FORM

1. <u>General</u>. The Navy Training Feedback Form, OPNAV 1500/39, is a multi-copy form designed for use at the unit customer level. Discrepancies should fall into two broad categories: "what to train" and "how to train."

    a. A "what to train" issue involves a decision-making process that will result in the addition or deletion of training modules, courses and/or philosophy (theory vs. practical application).

    b. A "how to train" issue may involve the depth of coverage of a topic, the use of technical training equipment (TTE) to support lab exercises and/or the length of time allotted to the training.

    c. In either case, the effect of the individual's training as it affects his performance or that of a team, the unit or multiple units should be addressed.

2. <u>Specific</u>. Origination and routing of the Navy Training Feedback Form occurs as follow:

    a. Deficiencies in training are identified and the form is initiated and routed in accordance with unit policy or using the routing scheme on the form.

    b. Distribution of the form is:

    (1) White copy to CNET.

    (2) Yellow copy to the appropriate type commander or Echelon 2 command.

    (3) Pink and blue copies are retained within the originating command.

    c. CNET acknowledges receipt of the form and categorizes the deficiency as a "what" or "how" to train issue. "What to train" issues are forwarded to the type commander or Echelon 2 command. "How to train" issues are forwarded to the applicable training agent.

    d. Type commanders and Echelon 2 commands receiving deficiencies brokered from CNET will:

    (1) Validate the deficiency, and:

(a) If concurring and having the resources and authority to effect the resolution, take appropriate action and feed back the results to CNET.

(b) If concurring and not having the resources or authority to effect the resolution, forward the issue to the appropriate resource or program sponsor and notify CNET. CNET will help coordinate entry of the issue into the appropriate training requirements review process.

(c) If not concurring and having the resources and authority to effect the resolution, close the issue and notify CNET of the action.

(d) If the type commander or Echelon 2 command, upon receiving the yellow copy of the form, elects to preempt the CNET brokerage and take the issue for action, advise CNET and issue the acknowledgement letter to the originator.

e. Resource or program sponsors receiving issues forwarded from type commanders/Echelon 2 commands will include the issue in the next cycle of the appropriate training requirements review process and advise CNET of resolution. Unresolved training issues will be forwarded to the NTA process for review.

f. The NTA process will include unresolved training issues arising from the NTFS process.